

**MARSHALL SPACE FLIGHT CENTER**  
**CO-OP PROGRAM INTERVIEW RECORD CARD**

CANDIDATE NAME:		INTERVIEW DATE:
MAJOR:		INTERVIEWER INITIALS:
CLASSIFICATION:		
DATE AVAILABLE:		

CHARACTERISTICS	POINTS:	OUTSTANDING (4)	ABOVE AVERAGE (3)	SATISFACTORY/ ACCEPTABLE (2)	BELOW AVERAGE (1)	NOT ACCEPTABLE (0)
<b>A. APPEARANCE</b> <i>i.e. Composure, grooming, posture, manners, neatness, dress</i>						
<b>B. PREPARATION FOR INTERVIEW</b> <i>i.e. Knowledge of NASA/MSFC, knowledge of co-op positions, asked pertinent questions</i>						
<b>C. VERBAL COMMUNICATIONS</b> <i>i.e. Delivery, animation, expressiveness, presentation of ideas, grammar and vocabulary</i>						
<b>D. DIRECTION</b> <i>i.e., Well-defined goals, confidence in abilities, realistic, practical</i>						
<b>E. MATURITY</b> <i>i.e. Responsible, self-reliant, decisive, campus leader, judgment</i>						
<b>F. SINCERITY</b> <i>i.e. Genuine, wholesome attitude, honest and sincere</i>						
<b>G. PERSONALITY</b> <i>i.e. Enthusiastic, motivated</i>						
		GPA 4.00 - 3.50	GPA 3.49 - 3.00	GPA 2.99 - 2.50	GPA 2.49 - 2.00	GPA 1.99 & BELOW
<b>H. QUALIFICATIONS</b> <i>i.e. Academic achievement</i>						

**TOTAL POINTS**  
(Maximum Points - 32)

**OVERALL EVALUATION SCORE:**  
(Sum of A-H/8)

**ADDITIONAL COMMENTS/REMARKS:**

HIRING RECOMMENDATION	ACTION ON APPL/RESUME	SUGGESTED PLACEMENT/REFERRAL
<input type="checkbox"/> Make Offer	<input type="checkbox"/> Refer to Organization	1 _____
<input type="checkbox"/> Reject Candidate	<input type="checkbox"/> Keep on File	2 _____
		3 _____

POINTS:	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY/ ACCEPTABLE	BELOW AVERAGE	NOT ACCEPTABLE	TOTAL
	(4)	(3)	(2)	(1)	(0)	
	GPA 4.00 - 3.50	GPA 3.49 - 3.00	GPA 2.99 - 2.50	GPA 2.49 - 2.00	GPA 1.99 & BELOW	GPA 1.99 & BELOW